Travis County Courts
Courtroom Quick Reference Guide

KVM Switch →

ViewSonic Video Switcher →

Getting Started - Source Selection

- **On the KVM Switch choose between the following sources:**
  - 1. Lectern PC (push button to select).
  - 2. Atty. Laptop (push button to select).
  - 3. Document Camera (push button to select).

- **Using the Lectern PC**
  - Turn Power on by pushing power button on the upper right corner of the PC.
  - Select Lectern PC button on KVM Switch.
  - Use PC to Play DVD, audio/video files and other digital media.

- **Connecting an Attorney Laptop PC**
  - Plug in the VGA, audio, and USB cables into your laptop.
  - Select Atty. Laptop button on KVM Switch.
  - Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays

- **Using the Document Camera**
  - Turn Power on – Icon looks like this ⏻
  - Select Doc Camera button on KVM Switch
  - Use Zoom in/out buttons as necessary 🔍🔍

- **Using the DVD/VCR ****Please Use Lectern PC to play DVD disks******
  - Turn player on.
  - Select between DVD and VCR on the player.
  - Use the *Viewsonic* video switcher's INPUT button to toggle between five (5) possible input selections. Note: Only Two are actively used
    - **Input 1 – PC (Lectern or Attorney Laptop)**
    - Input 2 – Cable TV *(Not Used)*
    - **Input 3 – Composite (VCR or DVD)**
    - Input 4 – S-Video *(Not Used)*
    - Input 5 – Component *(Not Used)*

Travis County Courts
E-Courtroom Troubleshooting Tips

All devices

Why aren't any of the video sources displaying when the KVM Switch buttons are pressed?

- There are two active settings on the **ViewSonic Switcher:**
- Input 1 PC (this setting is for Lectern PC, Atty. Laptop, and Doc Camera).
- Input 3 Composite (this for use with DVD/VCR).
- Make sure power is on (led is green when on, red when off).
- Press input button to toggle through inputs until you get to PC/Doc Cam/Atty Laptop or DVD/VCR.

Document Camera

What I presented on the document camera does not appear on any of the screens?

- Ensure that the document camera power is on. The power button appears green when it is on.
- Verify that the source selection is set properly – Doc Camera button on KVM Switch.

VCR / DVD

My VHS tape or DVD is not playing. What is the problem?

*** *Please Use Lectern PC to play DVDs and other disk media****

- Ensure that the combination DVD/VCR is powered on.
- Verify that you inserted the desired VHS tape or DVD into the DVD/VCR.
- Ensure that the DVD/VCR is set to DVD or VCR, as desired. There is a toggle button on the unit and on the remote control.
- Verify that the source selection is set properly – DVD/VCR on KVM Switch
- **See above steps for switching the ViewSonic Switcher.**

Lectern PC

The monitors are displaying something other than the Lectern PC. How do I switch to the Lectern PC?

- Ensure that the Lectern PC workstation is powered on.
- Verify that the source selection is set properly – Lectern PC on KVM Switch.
- If the system is currently displaying either cable TV, VCR, DVD or a blank blue screen, toggle the INPUT button on the *Viewsonic* to change selections. See the *Quick Reference Guide*, on the reverse, for details.

Attorney Laptop PC

My laptop is connected to the KVM switch, but is not displaying on any of the monitors?

- Ensure that you have connected the monitor cable to your laptop.
- Verify that the source selection is set properly – Atty. Laptop on KVM Switch
- Confirm that you have adjusted your laptop to output to a second display (as you would with projectors).
- Confirm that your laptop display resolution is set to 1024 x 768.